



DEPARTMENT OF THE NAVY

TRANSIENT PERSONNEL UNIT
1683 GILBERT STREET
NORFOLK, VIRGINIA 23511-2794

TPUNORVAINST 1601.3G
N41

TRANSIENT PERSONNEL UNIT NORFOLK INSTRUCTION 1601.3G

Subj: TRANSIENT JOB ASSIGNMENTS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Job Account Audit Sheet
(2) Sample TPU Muster Report
(3) Job Account Request Letter
(4) Report of Offenses

1. Purpose. To provide policy on the management of Transient Personnel assigned to job accounts in the CNRMA area of responsibility.
2. Cancellation. TPUNORVAINST 1601.3F
3. Background
 - a. Personnel are assigned to Transient Personnel Unit, Norfolk, for a number of reasons: Awaiting Limited Duty (LIMDU) orders or Physical Evaluation Board (PEB) processing; For Further Transfer (FFT); awaiting regular or administrative separation, fleet reserve or retirement; and for disciplinary reasons. While in the processing pipeline, longer-term transients will generally be assigned to a job account.
 - b. On 17 December 1998, Commander, Navy Region Mid-Atlantic (CNRMA) Executive Steering Committee (ESC) approved a three-tiered job account plan. Under this plan, the first priority for transient labor would be emergent operational requirements (e.g. security, disaster preparedness/recovery). The second priority would be "common sense" assignments (e.g. corpsmen are assigned to a medical facility). The majority of assignable transients would be allocated to job accounts approved and prioritized by Installation Commanders (ICs) for departments/organizations located on their installations. Transient Personnel Unit Norfolk would continue to screen and assign individuals as available, and would retain ultimate responsibility for transient personnel. Conflicts which cannot be resolved locally are to be referred to the Executive Steering Committee (ESC) or Board of Directors (BOD).
 - c. Job accounts must be managed with the following thoughts in mind:

(1) Assignable transients represent less than half of TPU's actual on board count. The majority of individuals accounted for by TPU are in an "unsuitable for assignment" status (inmates, inpatients, individuals on terminal leave, etc.)

(2) In general, transient labor is best suited for "labor of opportunity" type assignments – simple labor requiring little training/supervision.

(3) The individual transient's primary job is to complete his/her transient processing as quickly as possible and move on to permanent assignment/discharge. Transients by definition will generally have numerous appointments they must keep. They are held accountable for ensuring that their processing activities take precedence over their other daily activities.

4. Action

a. TPU Assignment Office will

(1) Assign all transient personnel to either an internal TPU job account (e.g. inmate, inpatient, terminal leave) or an external, IC validated/prioritized job account, as appropriate.

(a) In general, whenever possible, the first priority account at each installation will be filled, then the second priority account at each installation, and so on as numbers of personnel allow.

(b) Attempts should be made to resolve minor conflicts in priorities directly with IC points of contact.

(2) Provide ICs the opportunity to periodically review and validate their job accounts.

(3) Monitor and audit job accounts as required. Visits will be documented using enclosure (1). Forward remarks to the job account holder via the CO, TPU and appropriate IC.

(4) Distribute and collect daily musters. Enclosure (2) will be distributed to job accounts on a daily basis by email. Musters should be emailed to the Assignment Office before 0900, at tpumuster@nsn.cmar.navy.mil. Phone contact should be made at 444-1640, or a FAX 445-0605 sent in the rare instance email capability does not exist.

(5) Make recommendations to CO, TPU concerning job account elimination for repeated non-compliance issues.

(6) Assignments Office will coordinate muster of job assignments/TAD officers.

b. LIMDU/PEB Division. LIMDU and PEB officers are processed through PEB Division. Officers will be assigned to established job accounts or other special requirements from area commands. Officers will be sent TAD to job assigned according to their specialty, (lawyer, supply, doctor) etc. All officers are to be interviewed by the Commanding Officer prior to job assigned.

c. FFT/Separations Division. Officers and Chief Petty Officers being processed through the FFT Division who are at TPU for five or more days will be assigned to a job account. Officers and Chief Petty Officers who are at TPU less than five days will be required to muster daily by phone. A physical muster at least once a week is also required on the member's assigned day. Officers in the Separations Process will physically muster with their process managers each Monday, Wednesday and Friday and will phone muster each Tuesday and Thursday.

d. Discipline Division. Officers assigned to TPU in a disciplinary status are processed through the Discipline Division. Officers will be assigned commensurate of their rank and discipline status.

e. Installation Commanders

(1) Approve and prioritize all job accounts for organizational elements, storefronts, and tenant commands physically located on their installations.

(2) Provide a single point of contact, E-7 or above, to serve as overall coordinator for the installation's job accounts.

f. Installation Commander Job Account Coordinator. Failure to comply with any of the following provisions may result in permanent closure of the account and removal of assigned personnel:

(1) Endorse requests to establish, or change transient job account on behalf of the Installation Commander. In order to open a job account, enclosure (3) must be completed and returned to TPU via the appropriate Installation Commander Job Account

Coordinator. Requests should be as specific as possible on how the personnel are to be used.

Any specific skills (rate or NEC)

pay grades, security clearances, or any additional specific information pertinent to the particular job account would be helpful in meeting requests.

(2) Monitor and audit Job Accounts as required. Visits will be documented using enclosure (1). Remarks will be forwarded to the Job Account holder and to the Commanding Officer, Transient Personnel Unit, Norfolk.

g. Requesting Command

(1) To request to open a Job Account, enclosure (3) must be completed and returned to the TPU Assignments Office. The request must be signed by the requesting activity CO/OIC, or by direction at the Department Head level.

(2) The request should be as specific as possible on how the personnel are to be used. Any specific skills (rate or NEC) pay grades, security clearances, or any additional specific information pertinent to the particular Job Account would be helpful in meeting your request.

(3) Commands will provide a single point of command contact, E-7 or above, who will coordinate overall request and disseminate information (installation coordinator).

(4) Submit requests for deviations from this instruction, in writing, to Commanding Officer, Transient Personnel Unit, Norfolk.

(5) Submit written requests for changes to established transient job accounts. Transient personnel may request a change in job account via special request chit through their respective process manager.

h. Job Account Holders. Failure to comply with any of the following provisions may result in permanent closure of the account and removal of assigned personnel:

(1) Conduct daily muster, Monday-Friday except holidays. Muster reports will be submitted to TPU utilizing enclosure (2), no later than 0900 each day. The muster must be dated and sent from the established E-mail account of the E-5 or above staff member who will report to the commands single point of contact designated per 4.b.(3). Transient personnel are not allowed to

submit the daily muster. TAD officers will be mustered by gaining command, but will not be relieved of their requirement to check in weekly with TPU.

(3) Ensure assigned personnel work a 40-hour week and control their liberty.

(4) Ensure that TPU command information/messages are passed down to assigned personnel in a timely manner during your daily job account muster.

(5) Assigned transient personnel will not be classified as alpha personnel; kept from any appointment; sub-custodied from original work assignment to other outside activities, commands or work center; fill critical billets in a command; nor should they be in a position to approve/disapprove any request chit.

(6) Ensure medical limitations are not violated for personnel who are in a medical status.

(7) Keep and advise TPU of any appointments that members may have.

(8) Perform enlisted performance evaluation, mid-term counseling or PIM per reference (a), and forward to TPU. Officer FITREP procedures should be agreed upon in advance (regular or concurrent).

(9) Report all disciplinary problems to the TPU, CMAA 445-8655, in writing, using Report of Offense Form, enclosure (4). All U/A's must be reported within 24 hours from their start time.

(10) Appear at TPU Executive Officer Inquiry and/or Captain's Mast as required.

(11) Provide transportation to job site, if required.

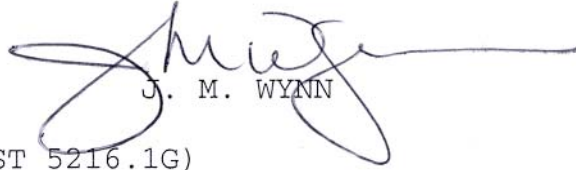
(12) Inform TPU of any concerns, including forwarding of safety investigations or notification of injury/accident involving assigned transient personnel.

(13) Be subject to on-site audits by TPU staff personnel.

(14) Route leave chits through TPU for leave control numbers. TPU job account transients remain attached to UIC 32002.

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(15) Avoid watch standing or duty assignments that may conflict with transient personnel's ability to make any appointments.


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Distribution (TPUNORVAINST 5216.1G)